

---

---

## U.S. Department of State Records Schedule

---

### *Chapter 02: Principal Officers*

---

---

#### Deputy Secretary of State

**A-02-010-01**      **Files of the Deputy Secretary of State - Arrange by subject, country, correspondent, type of record or chronologically**

**Description:**      Action memorandums, appointment books, briefing books, briefing memorandums, calendars, correspondence, daily notes and daily schedules, information memorandums, logs, memorandums, memorandums of conversation, notes, official-informal correspondence, reports, speeches (text and transcripts), statements, telegrams, testimony (text and transcripts), trip files, and other documentation on the activities, interests, plans, policies, and responsibilities of the Deputy Secretary.

**Disposition:**      Permanent. Retire to RSC at the end of the Deputy Secretary's tenure or sooner if necessary. Block files of each Deputy Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:**      N1-59-91-30, item 1

**Date Edited:**      4/1/1999

---

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

#### Office of Policy Planning Council

<b>A-02-020-01</b>	<b>Director's Correspondence File - Arrange in chronological order</b>
<b>Description:</b>	Action memorandums, Briefing memorandums, and Information memorandums to the Department's principals and other correspondence.
<b>Disposition:</b>	PERMANENT: At the beginning of a new administration: Retain the last 2 years of the old administration's files in the office and retire the rest to RSC. After two years, retire all of the old administration's files. Offer to the National Archives when 20 years old.
<b>DispAuthNo:</b>	N1-59-89-17, item 1
<b>Date Edited:</b>	4/1/1999
<b>A-02-020-02</b>	<b>Briefing Books</b>
<b>Description:</b>	Duplicate copies of briefing books prepared by the Secretariat Staff for the Secretary's visits to foreign countries.
<b>Disposition:</b>	Destroy when no longer needed.
<b>DispAuthNo:</b>	Non Record
<b>Date Edited:</b>	8/27/2004
<b>A-02-020-03</b>	<b>Secretary's Open Forum Master</b>
<b>Description:</b>	This on-line information system contains data on individuals who participate in the Secretary's Open Forum lecture series.
<b>Disposition:</b>	Destroy when active agency use ceases.
<b>DispAuthNo:</b>	NC1-59-83-4, item 24
<b>Date Edited:</b>	4/1/1999
<b>A-02-020-04</b>	<b>Open Forum Program - Subject File</b>
<b>Description:</b>	Annual reports, correspondence, papers, photographs, and telegrams on Open Forum elections, luncheons, meetings, speakers, and working groups.
<b>Disposition:</b>	Permanent. Cut file off at end of calendar year. Retire to RSC when two years old. RSC transfer to WNRC after five years. Offer to NARA after 30 years.
<b>DispAuthNo:</b>	N1-59-92-2, item 1
<b>Date Edited:</b>	4/1/1999
<b>A-02-020-05</b>	<b>Open Forum Chairperson's Working File</b>
<b>Description:</b>	Extra copies of correspondence, memorandums, logs, and telegrams on Open Forum and Open Forum Options.
<b>Disposition:</b>	Destroy when material is obsolete, updated or of no future value
<b>DispAuthNo:</b>	N1-59-92-2, item 2
<b>Date Edited:</b>	4/1/1999

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-020-06a</b>	<b>Open Forum Options</b>
<b>Description:</b>	a. Master set of publication "Open Forum Options" (formerly "Open Forum Journal")
<b>Disposition:</b>	Permanent. Cut off at end of calendar year. Retire to RSC when two years old. RSC transfer to WNRC after five years. Offer to NARA after 30 years.
<b>DispAuthNo:</b>	N1-59-92-2, item 3a
	<b>Date Edited:</b> 4/1/1999
<b>A-02-020-06b(1)</b>	<b>Open Forum Options</b>
<b>Description:</b>	b. Articles for Open Forum Options.  Background information, draft articles, and notes.  (1) Articles that have been published.
<b>Disposition:</b>	Destroy after three months.
<b>DispAuthNo:</b>	N1-59-92-2, item 3b(1)
	<b>Date Edited:</b> 8/6/2007
<b>A-02-020-06b(2)</b>	<b>Open Forum Options</b>
<b>Description:</b>	b. Articles for Open Forum Options.  Background information, draft articles, and notes.  (2) Articles that are being held for possible publication in future issues.
<b>Disposition:</b>	Block by year. Review annually. See 3b(3)
<b>DispAuthNo:</b>	N1-59-92-2, item 3b(2)
	<b>Date Edited:</b> 4/1/1999
<b>A-02-020-06b(3)</b>	<b>Open Forum Options</b>
<b>Description:</b>	b. Articles for Open Forum Options.  Background information, draft articles, and notes.  (3) Articles that have been rejected and will never be published.
<b>Disposition:</b>	Destroy three months after date of rejection.
<b>DispAuthNo:</b>	N1-59-92-2, item 3b(3)
	<b>Date Edited:</b> 4/1/1999

## Chapter 02: Principal Officers

<b>A-02-020-08</b>	<b>Open Forum Chronological File</b>		
<b>Description:</b>	Correspondence, memorandums, telegrams, notices and other material. (Record copies are incorporated into other series of records.)		
<b>Disposition:</b>	Destroy when no longer needed.		
<b>DispAuthNo:</b>	N1-59-92-2, item 5	<b>Date Edited:</b>	4/1/1999

<b>A-02-030-01</b>	<b>Under Secretary for Economic, Business, and Agricultural Affairs Files</b>		
<b>Description:</b>	Action memorandums, briefing memorandums, correspondence, memorandums, memorandums of conversation, minutes of meetings, notes, prepared statements and testimony, reports, schedules, speeches, telegrams, special assistants' files, and other documentation on the activities, plans, and policies of the Under Secretary.		
<b>Disposition:</b>	Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when five years old. Transfer to the National Archives when 30 years old.		
<b>DispAuthNo:</b>	N1-59-89-7, item 1	<b>Date Edited:</b>	4/1/1999

---

## U.S. Department of State Records Schedule

---

### *Chapter 02: Principal Officers*

---

#### **Under Secretary for Econ. Affairs-Coordinator for Business Affairs**

##### **A-02-031-01 Business Organization Files**

**Description:** Documents reflect public relations activities with such business organizations as the U.S. Chamber of Commerce, the Business Council on International Understanding and the Executive Council on Foreign Diplomats. Included are meetings with Department principles, briefing memos, speaking engagements and invitations, proposed agendas for meetings or conferences, executive summaries, talking points, requests for information or publications and other items of interest concerning industry/business programs.

**Disposition:** Destroy when five years old or when no longer needed whichever is sooner.

**DispAuthNo:** N1-59-94-20, item 1

**Date Edited:** 4/1/1999

---

##### **A-02-031-02 Foreign Commercial Service (FCS) Files - Arranged by country and subject**

**Description:** Documents reflect the Department's responsibilities for the coordination and oversight of commercial programs with the Foreign Commercial Service (FCS) of the Department of Commerce. Included are U.S. business opportunities, business conferences, assistance and support to U.S. firms, foreign investment climate, trade and development program projects, bank lending policies, expo information, trade and export promotion, exploration and identification of potential events for the future, promotion of U.S. trade and foreign assistance development, investment and private enterprise, Interagency Working Group on Private Sector Development, investment initiatives and profiles, commercial activities reports, awards of contracts, foreign buyers program issues, legislation, reports on unfair foreign competition practices, U.S. efforts to combat corruption, U.S. business and economic interest, Trade Promotion Coordinating Committee participation, meetings, background papers, and related correspondence.

**Disposition:** Destroy when two years old.

**DispAuthNo:** N1-59-94-20, item 2

**Date Edited:** 4/1/1999

---

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

#### Office of Civil Rights

**A-02-040-01      Official Discrimination Complaint Case Files**

**Description:** Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, and copies of decisions, records of hearings and meetings, and other records. Cases resolved within the agency, by Equal Employment Opportunity Commission, or by a U.S. Court.

**Disposition:** Destroy 4 years after resolution of case.

**DispAuthNo:** GRS 1, item 25a      **Date Edited:** 4/1/1999

**A-02-040-02      Copies of Complaint Case Files**

**Description:** Duplicate case files or documents pertaining to case files retained in Official Discrimination Complaint Case Files.

**Disposition:** Destroy 1 year after resolution of case.

**DispAuthNo:** GRS 1, item 25b      **Date Edited:** 4/1/1999

**A-02-040-03a      Preliminary and Background Files**

**Description:** a. Background records not filed in the Official Discrimination Complaint Case Files.

**Disposition:** Destroy 2 years after final resolution of case.

**DispAuthNo:** GRS 1, item 25c(1)      **Date Edited:** 4/24/2012

**A-02-040-03b      Preliminary and Background Files**

**Description:** b. Records documenting complaints that do not develop into Official Discrimination Complaint Files.

**Disposition:** Destroy when 2 years old.

**DispAuthNo:** GRS 1, item 25c(2)      **Date Edited:** 4/24/2012

**A-02-040-04      Compliance Records**

**Description:** Compliance Review Files. Reviews, background documents, and correspondence relating to contractor employment practices.

**Disposition:** Destroy when 7 years old.

**DispAuthNo:** GRS 1, item 25d(1)      **Date Edited:** 4/1/1999

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

---

#### A-02-040-05      Employment Statistics Files

**Description:** Employment statistics and demographic information, including reports and analysis, relating to race, color, national origin, religion, sex, age, disability, protected genetic information, sexual orientation, status as a parent, marital status.

**Disposition:** Destroy when 5 years old.

**DispAuthNo:** GRS 1, item 25f      **Date Edited:** 4/24/2012

---

#### A-02-040-06      EEO General Files

**Description:** General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and agency EEO Committee meeting records, including minutes and reports.

**Disposition:** Destroy when 3 years old or when superseded or obsolete, whichever is applicable.

**DispAuthNo:** GRS 1, 25g      **Date Edited:** 4/1/1999

---

#### A-02-040-07a      EEO Affirmative Action Plans (AAP)

**Description:** a. Agency copy of consolidated AAP's.

**Disposition:** Destroy 5 years from date of plan.

**DispAuthNo:** GRS 1, item 25h(1)      **Date Edited:** 4/1/1999

---

#### A-02-040-07b      EEO Affirmative Action Plans (AAP)

**Description:** b. Agency feeder plan to consolidate AAP's.

**Disposition:** Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.

**DispAuthNo:** NC-64-76-4, item 25h(2)      **Date Edited:** 4/24/2012

---

#### A-02-040-07c      EEO Affirmative Action Plans (AAP)

**Description:** c. Report of On-site Review of Affirmative Action Programs.

**Disposition:** Destroy 5 years from date of report.

**DispAuthNo:** GRS 1, item 25h(3)      **Date Edited:** 4/1/1999

---

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

---

#### **A-02-040-07d      EEO Affirmative Action Plans (AAP)**

**Description:** d. Agency copy of annual report of Affirmative Action accomplishments.

**Disposition:** Destroy 5 years from date of report.

**DispAuthNo:** GRS 1, item 25h(4) **Date Edited:** 4/1/1999

---

#### **A-02-040-08      Interview Records**

**Description:** Correspondence, reports, and other records relating to interviews with employees conducted pursuant to the Department's anti-harrassment regulations.

**Disposition:** Destroy 6 months after completion of the inquiry.

**DispAuthNo:** GRS 1, item 8 **Date Edited:** 4/24/2012

---

#### **A-02-040-09a      Alternative Dispute Resolution (ADR) Files**

**Description:** Alternative Dispute Resolution (ADR) is any procedure, conducted by a neutral third party that is used to resolve issues in controversy, including, but not limited to, conciliation, facilitation, mediation, fact finding, minitrials, arbitration and use of ombuds. The records covered by this schedule relate to techniques and processes used in an agency's ADR program in resolving disputes with or between its own employees.

a. General Files: General correspondence and copies of statutes, regulations, meeting minutes, reports, statistical tabulations, evaluations of the ADR program, and other records related to the agency's overall ADR program.

**Disposition:** Destroy when 3 years old. Longer retention is authorized if records are needed for agency business.

**DispAuthNo:** GRS 1, item 27a **Date Edited:** 4/24/2012

---

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-040-09b</b>	<b>Alternative Dispute Resolution (ADR) Files</b>
<b>Description:</b>	<p>Alternative Dispute Resolution (ADR) is any procedure, conducted by a neutral third party that is used to resolve issues in controversy, including, but not limited to, conciliation, facilitation, mediation, fact finding, minitrials, arbitration and use of ombuds. The records covered by this schedule relate to techniques and processes used in an agency's ADR program in resolving disputes with or between its own employees.</p> <p>b. Case Files: Records documenting ADR proceedings. These files may include an agreement to use ADR, documentation of the settlement or discontinuance of the ADR case, parties' written evaluation of the process and/or the neutral third party mediator, and related correspondence.</p>
<b>Disposition:</b>	Destroy 3 years after the settlement is implemented or case is discontinued.
<b>DispAuthNo:</b>	GRS 1, item 27b <b>Date Edited:</b> 4/24/2012
<b>A-02-040-10</b>	<b>iComplaints Database</b>
<b>Description:</b>	<p>The database contains records and data created, received, and maintained for the purpose of tracking and controlling case activity and status. Data is entered manually to track case complaint activity; data entry and scanning (.pdf) Files contain status of formal complaints, informal complaints, status through resolution to include ADR litigation, settlement, and decisions on the merits. Output is in the form of the EEOC required annual report on complaint activity (462 Report).</p>
<b>Disposition:</b>	Destroy or delete 3 years after case closed. Longer retention is authorized if records are needed for office business.
<b>DispAuthNo:</b>	New item or GRS 23 item 8 <b>Date Edited:</b> 4/24/2012
<b>Ombudsman</b>	
<b>A-02-043-01</b>	<b>Program Files.</b>
<b>Description:</b>	<p>Arranged chronologically or by subject. Memorandums, reports, e-mail messages, correspondence, notes, drafts, studies, publications, notices, and other materials relating to the work and activities of the Ombudsman for Civil Service Employees.</p>
<b>Disposition:</b>	TEMPORARY. Retire to a records storage facility immediately. Destroy in 2028.
<b>DispAuthNo:</b>	N1-59-04-08, item 1 <b>Date Edited:</b> 4/4/2005

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

#### Under Secretary for Political Affairs

##### **A-02-050-01 Subject File - Arrange by TAGS and Terms**

**Description:** Action memorandums, briefing material, briefing memorandums, correspondence, drafts, meeting agendas, memorandums, memorandums of conversation, notes, prepared statements, reports, telegrams, testimony, and other documentation on the activities and responsibilities of the Under Secretary.

**Disposition:** Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when five years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-91-4, item 1 **Date Edited:** 4/1/1999

##### **A-02-050-02 Chronological File - Arrange chronologically by date**

**Description:** Correspondence, memorandums, memorandums of conversation, reports, situation reports, telegrams, and other documentation on the activities and responsibilities of the Under Secretary.

**Disposition:** Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when five years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-91-4, item 2 **Date Edited:** 4/1/1999

##### **A-02-050-03 Speech and Testimony File - Arrange chronologically**

**Description:** Speeches and testimony (classified and unclassified text), background material, correspondence, drafts, memorandums, and supporting documentation.

**Disposition:** Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when five years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-91-4, item 3 **Date Edited:** 4/1/1999

##### **A-02-050-04 Appointment Books, Calendars, and Logs**

**Description:** Appointment books, calendars, and logs of telephone calls and visitors maintained by the Under Secretary.

**Disposition:** Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block records of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-91-4, item 4 **Date Edited:** 4/1/1999

---

## U.S. Department of State Records Schedule

---

### *Chapter 02: Principal Officers*

---

#### Under Secretary for Management-Front Office

**A-02-060-01      Management Correspondence Files**

**Description:**      Consist of policy and procedural files of the Under Secretary for Management. Contains memorandums, reports and correspondence relating to management of the Department of State.

**Disposition:**      Permanent. Cut off at the end of the calendar year. Transfer to RSC for transfer to WNRC. Transfer to the National Archives in 5 year blocks when 30 years old.

**DispAuthNo:**      N1-59-88-23, item 1

**Date Edited:**      4/1/1999

---

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

#### Under Secretary for Management-General

##### A-02-061-01a General Subject Files

**Description:** a. Management Operations Policy File. Includes memorandums, correspondence telegrams, position papers, and reports providing recommendations on the organization and management of the Department of State and the Foreign Service to effectively improve its role in the development and execution of foreign policy. Includes involvement in Conferences, Working Groups, Task Forces, etc. in formulating and implementing policy programs.

**Disposition:** Permanent. Transfer to WNRC when five years old. Offer to NARA when 30-years old in five year blocks.

**DispAuthNo:** NC1-59-84-4, item 1a

**Date Edited:** 4/1/1999

##### A-02-061-01b General Subject Files

**Description:** b. Budgetary Planning: Consists of correspondence, memorandums, fiscal data, and reports on budgetary planning and policy goals of Department bureaus and overseas posts. (Excludes records covered by Chapter 5).

**Disposition:** Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 30 years old in 5 year blocks.

**DispAuthNo:** NC1-59-84-4, item 1b

**Date Edited:** 4/1/1999

##### A-02-061-01c General Subject Files

**Description:** c. Staffing Needs: Includes correspondence, memorandums telegrams, and inspection reports on personnel planning to improve the operations of the Department and overseas posts. Covers guidelines for personnel reductions and resource needs.

**Disposition:** Permanent. Transfer to WNRC when 5 years old. Offer to NARA when 30 years old in 5 year blocks.

**DispAuthNo:** NC1-59-84-4, item 1c

**Date Edited:** 4/1/1999

##### A-02-061-02 Overseas Presence of the United States (OPUS I and OPUS II)

**Description:** An automated system used to track and monitor US Government agency positions overseas, excluding those not under the authority of the Chief of Mission. (NC1-59-83-4, item 20)

**Disposition:** Destroy when information is obsolete or no longer needed.

**DispAuthNo:** N1-59-88-10, item 1

**Date Edited:** 4/1/1999

---

## U.S. Department of State Records Schedule

---

### *Chapter 02: Principal Officers*

---

#### **A-02-061-03      Post Profile System**

**Description:** An automated system used to produce profiles of Foreign Service posts overseas, as well as country, regional or world profiles, used for management policy and planning purposes, trend reporting, etc.

**Disposition:** Destroy when information is obsolete or no longer needed.

**DispAuthNo:** N1-59-88-12, item 1      **Date Edited:** 4/1/1999

---

#### **A-02-061-04      Position Control System (PCS)**

**Description:** An automated system used to track and monitor State Department American full-time positions, both domestic and overseas. (NC1-59-83-4, item 21)

**Disposition:** Destroy when information is obsolete or no longer needed.

**DispAuthNo:** N1-59-88-11, item 1      **Date Edited:** 4/1/1999

---

### **Under Secretary for Management-Committee Control**

#### **A-02-062-01      Reserved for future use**

**Description:**

**Disposition:**

**DispAuthNo:** Reserved      **Date Edited:** 12/13/2000

---

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

#### Under Secretary for Management-White House Liaison

**A-02-063-01      General Personnel File - Arranged alphabetically**

**Description:** Files on individuals who have applied for positions with the State Department and were not hired. Includes resumes, correspondence, memorandums, biographic information, letters of recommendations, etc.

**Disposition:** Destroy after change of Administration.

**DispAuthNo:** N1-59-93-25, item 1      **Date Edited:** 4/1/1999

**A-02-063-02      Political Appointee Briefing Books**

**Description:** General information on political appointees, i.e. organization charts, procedures, notes on potential appointees, White House comments, etc.

**Disposition:** Destroy after change of Administration.

**DispAuthNo:** N1-59-93-25, item 2      **Date Edited:** 4/1/1999

**A-02-063-03      Memorandums to the President**

**Description:** Duplicates of memorandums to the President recommending political appointees. Includes outgoing memorandum to the White House and incoming from the White House with approval or disapproval and notes regarding the recommendations.

**Disposition:** Destroy after change of Administration.

**DispAuthNo:** N1-59-93-25, item 3      **Date Edited:** 4/1/1999

**A-02-063-04      United Nations - Political Appointees**

**Description:** Files on political appointees to the United Nations and Councils. Contains copies of recommendations for appointments, biographic information, resumes, and any other information pertaining to the appointee.

**Disposition:** Destroy after change of Administration.

**DispAuthNo:** N1-59-93-25, item 4      **Date Edited:** 4/1/1999

**A-02-063-05      Speechwriters**

**Description:** Resumes submitted by the White House on individuals interested in positions as speechwriters.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-59-93-25, item 5      **Date Edited:** 4/1/1999

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

---

#### A-02-063-06 Presidential Boards and Commissions

**Description:** Appointments by the Secretary of State for Presidential Boards and Commissions. Contains copies of memorandums of appointments, recommendations, resumes, etc.

**Disposition:** Destroy upon change of Administration

**DispAuthNo:** N1-59-93-25, item 6 **Date Edited:** 4/1/1999

---

#### A-02-063-07 Ambassadors Nomination Package

**Description:** Copies of documents concerning nominations for ambassadors arranged alphabetically. Contains internal memorandums, White House correspondence, biographic information, nomination paperwork, background information, etc.

**Disposition:** Destroy upon change of Administration.

**DispAuthNo:** N1-59-93-25, item 7 **Date Edited:** 4/1/1999

---

#### A-02-063-08 Current Ambassadors

**Description:** Copies of documents on current ambassadors containing information on appointments, committee hearings, press releases, biographic information, newspaper articles, memorandums of approval from the White House, etc. Files are arranged (1) alphabetically and (2) by country.

**Disposition:** Destroy upon change of Administration.

**DispAuthNo:** N1-59-93-25, item 8 **Date Edited:** 4/1/1999

---

#### A-02-063-09 Resignation of Ambassadors

**Description:** Files on resignation of ambassadors during the current Administration. Contains copies of the letter of resignation.

**Disposition:** Destroy upon change of Administration.

**DispAuthNo:** N1-59-93-25, item 9 **Date Edited:** 4/1/1999

---

#### A-02-063-10 Senior Executive Service (SES)

**Description:** Printout of database of individuals in the SES containing name of person, date promoted, office, date left office, etc.

**Disposition:** Destroy when no longer needed.

**DispAuthNo:** N1-59-93-25, item 10 **Date Edited:** 4/1/1999

---

---

## U.S. Department of State Records Schedule

---

### *Chapter 02: Principal Officers*

---

---

#### **A-02-063-11      Schedule C, Non-Career SES Appointments**

**Description:** Notebooks and files on all Schedule C and Non-Career SES appointments in the State Department. Contains copy of resumes, memorandum of recommendation, position description, copy of SF-171, copy of financial disclosures, etc.

**Disposition:** Destroy upon change of Administration.

**DispAuthNo:** N1-59-93-25, item 11      **Date Edited:** 4/1/1999

---

#### **A-02-063-12      Presidential Delegation File**

**Description:** Files on individuals appointed to Presidential Delegations. Contains biographic information, resumes, application for position, financial disclosures, notes and related documentation.

**Disposition:** Destroy upon change of Administration.

**DispAuthNo:** N1-59-93-25, item 12      **Date Edited:** 4/1/1999

---

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

#### Under Secretary for Mgt.-Moscow Embassy Bldg. Control Office

<b>A-02-064-01a</b>	<b>Alphabetical Subject and Correspondence Files</b>
<b>Description:</b>	a. Correspondence, memorandums, reports, telegrams, briefing materials, and other documentation relating to the construction of the Moscow building, relations with contractors, and efforts of Soviets to compromise its security.
<b>Disposition:</b>	Permanent. Transfer to RSC for immediate transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-59-93-17, item 1)
<b>DispAuthNo:</b>	N1-59-00-20, item 1a
	<b>Date Edited:</b> 4/9/2001
<b>A-02-064-01b</b>	<b>Alphabetical Subject and Correspondence Files</b>
<b>Description:</b>	b. Electronic version of records created by electronic mail and word processing applications.
<b>Disposition:</b>	Temporary. Destroy/delete within 180 days after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-00-20, item 1b
	<b>Date Edited:</b> 4/9/2001
<b>A-02-064-02a</b>	<b>Counter Intelligence Files</b>
<b>Description:</b>	a. Correspondence and other records relating to policy issues in the renovation of the Moscow Embassy.
<b>Disposition:</b>	Permanent. Transfer to RSC for immediate transfer to WNRC. Transfer to the National Archives when 25 years old.
<b>DispAuthNo:</b>	N1-59-00-20, item 2a
	<b>Date Edited:</b> 4/9/2001
<b>A-02-064-02b</b>	<b>Counter Intelligence Files</b>
<b>Description:</b>	b. Electronic version of records created by electronic mail and word processing applications.
<b>Disposition:</b>	Temporary. Destroy/delete within 180 days after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-00-20, item 2b
	<b>Date Edited:</b> 4/9/2001

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-064-03a</b>	<b>Studies Files</b>
<b>Description:</b>	a. Studies of all aspects of the construction of the Moscow Embassy Building. Includes special studies of the Soviet effort to penetrate the embassy building and American counter-measure.
<b>Disposition:</b>	Permanent. Transfer to RSC for immediate transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-59-93-17, item 2)
<b>DispAuthNo:</b>	N1-59-00-20, item 3a
	<b>Date Edited:</b> 4/9/2001
<b>A-02-064-03c</b>	<b>Studies Files</b>
<b>Description:</b>	b. Electronic version of records created by electronic mail and word processing applications.
<b>Disposition:</b>	Temporary. Destroy/delete within 180 days after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-00-20, item 3b
	<b>Date Edited:</b> 6/11/2007
<b>A-02-064-04a</b>	<b>Shipping Files</b>
<b>Description:</b>	a. Documents relating to shipments of supplies and equipment to Moscow for use in the building. Includes purchase orders, requisitions, packing orders and lists, notifications of shipment and copies of invoices, and other related correspondence.
<b>Disposition:</b>	Temporary. Transfer to RSC for immediate transfer to WNRC. Destroy when 25 years old. (N1-59-93-17, item 4)
<b>DispAuthNo:</b>	N1-59-00-20, item 4a
	<b>Date Edited:</b> 6/11/2007
<b>A-02-064-04b</b>	<b>Shipping Files</b>
<b>Description:</b>	b. Transit certification documentation of shipments.
<b>Disposition:</b>	Temporary. Transfer to RSC for immediate transfer to WNRC. Destroy when 50 years old.
<b>DispAuthNo:</b>	N1-59-00-20, item 4b
	<b>Date Edited:</b> 4/9/2001

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-064-04c</b>	<b>Shipping Files</b>
<b>Description:</b>	c. Electronic version of records created by electronic mail or word processing applications.
<b>Disposition:</b>	Temporary. Destroy/delete within 180 days after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-00-20, item 4c
<b>Date Edited:</b>	4/9/2001
<b>A-02-064-05a</b>	<b>Contractor Files</b>
<b>Description:</b>	a. Arranged by name of contractor. Correspondence, copies of contracts, invoices, receipts for payments for services and Faxes relating to activities of contractors involved in construction of the Moscow Embassy Building. (Excludes files on contractors maintained in the Alphabetical Subject and Correspondence Files.)
<b>Disposition:</b>	Temporary. Transfer to RSC for immediate transfer to WNRC. Destroy 6 years 3 months after final payment. (N1-59-93-17, item 5)
<b>DispAuthNo:</b>	N1-59-00-20, item 5a
<b>Date Edited:</b>	4/1/1999
<b>A-02-064-05b</b>	<b>Contractor Files</b>
<b>Description:</b>	b. Security Contract Files - Security clearances, inspection reports and key security correspondence.
<b>Disposition:</b>	Temporary. Transfer to RSC for immediate transfer to WRNC. Destroy when 25 years old.
<b>DispAuthNo:</b>	N1-59-00-20, item 5b
<b>Date Edited:</b>	4/9/2001
<b>A-02-064-05c</b>	<b>Contractor Files</b>
<b>Description:</b>	c. Electronic version of records created by electronic mail or word processing applications.
<b>Disposition:</b>	Temporary. Destroy/delete within 180 days after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-00-20, item 5c
<b>Date Edited:</b>	4/9/2001

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-064-06a</b>	<b>Tour of Duty Reports</b>
<b>Description:</b>	a. Daily reports of security related activities in and around the Embassy. Includes printouts, daily report sheets, personnel rotation logs, system check reports, property inventory reports, etc.
<b>Disposition:</b>	Temporary. Transfer to RSC for immediate transfer to WNRC. Destroy when 25 years old.
<b>DispAuthNo:</b>	N1-59-00-20, item 6a
<b>Date Edited:</b>	4/1/1999
<b>A-02-064-06b</b>	<b>Tour of Duty Reports</b>
<b>Description:</b>	b. Electronic version of records created by electronic mail or word processing applications.
<b>Disposition:</b>	Temporary. Destroy/delete within 180 days after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-00-20, item 6b
<b>Date Edited:</b>	4/9/2001
<b>A-02-064-07</b>	<b>Security Videotapes</b>
<b>Description:</b>	Videotapes relate to 24-hour security surveillance in and around the Embassy. (VHS formatted)
<b>Disposition:</b>	Temporary. Transfer to RSC for immediate transfer to WNRC, Destroy when 25 years old.
<b>DispAuthNo:</b>	N1-59-00-20, item 7
<b>Date Edited:</b>	4/1/1999
<b>A-02-064-08</b>	<b>Slides and Videotapes</b>
<b>Description:</b>	Slides and Videotapes documenting the construction of the Moscow Embassy Building and examination of the Soviet effort at penetration.
<b>Disposition:</b>	Permanent. Transfer to RSC for immediate transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-59-93-17, item 7)
<b>DispAuthNo:</b>	N1-59-00-20, item 8
<b>Date Edited:</b>	4/9/2001
<b>A-02-064-09</b>	<b>Photographs</b>
<b>Description:</b>	Black and white and color photos of the Moscow Embassy construction site at different levels of completion.
<b>Disposition:</b>	Permanent. Transfer to RSC for immediate transfer to WNRC. Transfer to the National Archives when 25 years old.
<b>DispAuthNo:</b>	N1-59-00-20, item 9
<b>Date Edited:</b>	4/9/2001

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-064-10a</b>	<b>Design and Construction Drawings and Plans</b>		
<b>Description:</b>	a. Design drawings and as-built records.		
<b>Disposition:</b>	Permanent. Transfer Master Set to the Foreign Buildings Office (FBO). Maintain a set of Blueprints at Embassy for maintenance and services. (N1-59-93-17, item 6)		
<b>DispAuthNo:</b>	N1-59-00-20, item 10a	<b>Date Edited:</b>	4/9/2001
<b>A-02-064-10b</b>	<b>Design and Construction and Plans</b>		
<b>Description:</b>	b. All other copies.		
<b>Disposition:</b>	Temporary. Destroy immediately upon approval of this schedule.		
<b>DispAuthNo:</b>	N1-59-00-20, item 10b	<b>Date Edited:</b>	4/9/2001
<b>A-02-064-10c</b>	<b>Design and Construction Drawings and Plans</b>		
<b>Description:</b>	c. Request for Information (RFI) submittals.		
<b>Disposition:</b>	Temporary. Destroy immediately upon approval of this schedule.		
<b>DispAuthNo:</b>	N1-59-00-20, item 10c	<b>Date Edited:</b>	4/9/2001

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

#### Under Secretary for Democracy and Global Affairs (G)

##### A-02-065-01 Subject Files

**Description:** Action Memorandums, briefing material, briefing memorandums, correspondence, drafts, meeting agendas, memorandums, and memorandums of conversation, notes, prepared statements, reports, telegrams, testimony, and other documentation on activities and responsibilities of the Under Secretary. Files are arranged by subject.

**Disposition:** Permanent. Retire to the RSC at the end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when five years old. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-059-09-042, item 1

**Date Edited:** 2/15/2011

##### A-02-065-02 Chronological File

**Description:** Correspondence, memorandums, memorandums of conversation, reports, situation reports, telegrams, and other documentation on the activities and responsibilities of the Under Secretary. Files arranged chronologically by date.

**Disposition:** Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when five years old. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-059-09-042, item 2

**Date Edited:** 2/15/2011

##### A-02-065-03 Speech and Testimony File

**Description:** Speeches and testimony (classified and unclassified text), background material, correspondence, drafts, memorandums, and supporting documentation. Files arranged chronologically.

**Disposition:** Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when five years old. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-059-09-042, item 3

**Date Edited:** 2/15/2011

##### A-02-065-04 Appointment Books, Calendars, and Logs

**Description:** Appointment books, calendars, and logs of telephone calls and visitors maintained by the Under Secretary's Personal Assistant/Scheduler.

**Disposition:** Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block records of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-059-09-042, item 4

**Date Edited:** 2/15/2011

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-065-05a</b>	<b>The President's Interagency Council on Women (PICW) Files (1993-2001)</b>
<b>Description:</b>	Program and Event File  a. File consists of activity records, briefing memorandums, presentations, agendas, participant bios, minutes, miscellaneous correspondence, and other materials relating to the event for official conferences and meetings. They are the full official record for each event. Files are organized by event and maintained in a file cut off at the end of each calendar year.
<b>Disposition:</b>	PERMANENT: Retire to Records Service Center (RSC) when five years old or when no longer needed in the office. Transfer to WNRC when 10 years old. Transfer to National Archives when 30 years old.
<b>DispAuthNo:</b>	N1-59-01-06, item 1a <b>Date Edited:</b> 10/12/2001
<b>A-02-065-05b</b>	<b>The President's Interagency Council on Women (PICW) Files (1993-2001)</b>
<b>Description:</b>	Program and Event File  b. Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-01-06, item 1b <b>Date Edited:</b> 10/12/2001
<b>A-02-065-06a</b>	<b>Background Briefing and Materials File</b>
<b>Description:</b>	a. Materials used at public briefings for Non-Government Organizations (NGOs) and others.
<b>Disposition:</b>	TEMPORARY: Maintain for three years, then destroy.
<b>DispAuthNo:</b>	N1-59-01-06, item 2a <b>Date Edited:</b> 10/12/2001
<b>A-02-065-06b</b>	<b>Background Briefing and Materials File</b>
<b>Description:</b>	b. Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-01-06, item 2b <b>Date Edited:</b> 10/12/2001

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-065-07a</b>	<b>Periodic Activity Reports</b>
<b>Description:</b>	a. Periodic reports to management detailing the activities of the PICW.
<b>Disposition:</b>	TEMPORARY: Maintain for three years, then destroy.
<b>DispAuthNo:</b>	N1-59-01-06, item 3a
	<b>Date Edited:</b> 10/12/2001
<b>A-02-065-07b</b>	<b>Periodic Activity Reports</b>
<b>Description:</b>	b. Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-01-06, item 3b
	<b>Date Edited:</b> 10/12/2001
<b>A-02-065-08a</b>	<b>Routine Administrative File</b>
<b>Description:</b>	a. Routine logistic and administrative material related to running the office, including procedures manual.
<b>Disposition:</b>	TEMPORARY: Destroy when two years old. (GRS 23, item 1)
<b>DispAuthNo:</b>	N1-59-01-06, item 4a
	<b>Date Edited:</b> 10/12/2001
<b>A-02-065-08b</b>	<b>Routine Administrative File</b>
<b>Description:</b>	b. Electronic copies produced on electronic mail and word processing system.  Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.
<b>Disposition:</b>	TEMPORARY: Destroy/delete within 180 days after the recordkeeping copy has been produced. (GRS 23, item 10a)
<b>DispAuthNo:</b>	N1-59-01-06, item 4b
	<b>Date Edited:</b> 10/15/2001

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-065-09a</b>	<b>Budget and Financial File</b>
<b>Description:</b>	a. Budget and financial plans, worksheets, reports and other financial documents used in preparation of annual budget. Cut off file at end of fiscal year.
<b>Disposition:</b>	TEMPORARY: Destroy one year after close of fiscal year covered by the budget. (GRS 5, item 2)
<b>DispAuthNo:</b>	N1-59-01-06, item 5a
	<b>Date Edited:</b> 10/15/2001
<b>A-02-065-09b</b>	<b>Budget and Financial File</b>
<b>Description:</b>	b. Electronic copies of records that are created on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Destroy/delete within 180 days after the recordkeeping copy has been produced. (GRS 5, item 5a)
<b>DispAuthNo:</b>	N1-59-01-06, item 5b
	<b>Date Edited:</b> 10/15/2001
<b>A-02-065-10a</b>	<b>Biographic and Contact Names File (contains little department-produced information)</b>
<b>Description:</b>	a. File contains biographic descriptions of PICW agency members and other involved in program activities. Personal contact information (addresses, phone/fax numbers, and other information) on all government representatives and NGO contacts.
<b>Disposition:</b>	TEMPORARY: Destroy when person is no longer a member or non-government organizations (NGOs) participant.
<b>DispAuthNo:</b>	N1-59-01-06, item 6a
	<b>Date Edited:</b> 10/15/2001
<b>A-02-065-10b</b>	<b>Biographic and Contact Names File (contains little department-produced information)</b>
<b>Description:</b>	b. Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-01-06, item 6b
	<b>Date Edited:</b> 10/15/2001

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-065-11a(1)</b>	<b>PICW Publications File - PICW publications and open source reference materials</b>
<b>Description:</b>	a. Official PICW publications:  1. Record copy. One copy of each PICW publication.
<b>Disposition:</b>	PERMANENT: Maintain annual file and retire to RSC when three years old. Transfer to WNRC after 10 years old. Transfer to National Archives when 30 years old.
<b>DispAuthNo:</b>	N1-59-01-06, item 7a(1) <b>Date Edited:</b> 10/15/2001
<b>A-02-065-11a(2)</b>	<b>PICW Publications File - PICW publications and open source reference materials</b>
<b>Description:</b>	a. Official PICW publications:  2. Supplemental copies.
<b>Disposition:</b>	TEMPORARY: Destroy remaining copies when three years old.
<b>DispAuthNo:</b>	N1-59-01-06, item 7a(2) <b>Date Edited:</b> 10/15/2001
<b>A-02-065-11b</b>	<b>PICW Publications file - PICW publications and open source reference materials</b>
<b>Description:</b>	b. Electronic copies produced on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Delete once recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-01-06, item 7b <b>Date Edited:</b> 10/15/2001
<b>A-02-065-11c</b>	<b>PICW Publications file - PICW publications and open source reference materials</b>
<b>Description:</b>	c. Open Source materials. Books, magazines, and other publications retained for reference purposes.
<b>Disposition:</b>	TEMPORARY: Dispose of when no longer needed for reference.
<b>DispAuthNo:</b>	N1-59-01-06, item 7c <b>Date Edited:</b> 10/15/2001

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

#### Under Secretary for Public Diplomacy and Public Affairs (R)

##### A-02-066-01 Under Secretary Files

###### Subject File

**Description:** File contains correspondence, notes, reports, memoranda, memcons, special requests, briefing books, trip logs, and other materials, both originals and copies, including supporting records (papers, correspondence, raw data, comments, drafts, etc.) Recordkeeping copy (paper).

**Disposition:** PERMANENT: Cut off at end of calendar year. Retire to Records Service Center immediately. Records Service Center will transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.

**DispAuthNo:** N1-59-03-06, item 1

**Date Edited:** 8/8/2007

##### A-02-066-02 Chronological File

**Description:** File contains extra copies of communications, correspondence, and other documents arranged in order of occurrence alphabetically by post, division, or other method, and used as a general reading or reference file.

**Disposition:** PERMANENT: Cut off at end of calendar year. Retire to Records Service Center when 3 years old. Records Service Center will transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.

**DispAuthNo:** N1-59-03-06, item 2

**Date Edited:** 8/8/2007

##### A-02-066-03 Speeches

**Description:** Text versions of speeches by the Under Secretary. Recordkeeping copy (paper).

**Disposition:** PERMANENT: Cut off at end of calendar year. Retire to Records Service Center when 3 years old. Records Service Center will transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.

**DispAuthNo:** N1-59-03-06, item 3

**Date Edited:** 9/14/2004

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

---

#### **A-02-066-04a Schedules of Daily Activities**

**Description:** File contains calendars, appointment books, schedules, logs, and other records documenting daily activities of the Under Secretary and assistants in an official capacity:

Records Containing substantive information, which have not been incorporated in memoranda, reports, correspondence, or other official records. Recordkeeping copy (paper).

**Disposition:** PERMANENT: Cut off at end of calendar year. Retire to Records Service Center immediately. Records Service Center will transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.

**DispAuthNo:** N1-59-03-06, item 4a

**Date Edited:** 8/8/2007

---

#### **A-02-066-04b Schedules of Daily Activities**

**Description:** File contains calendars, appointment books, schedules, logs, and other records documenting daily activities of the Under Secretary and assistants in an official capacity:

Records contain routine non-substantive information. Includes simple lists of dates, times, and names or places of appointments.

**Disposition:** TEMPORARY: These records can be destroyed at the end of incumbency.

**DispAuthNo:** N1-59-03-06, item 4b

**Date Edited:** 12/2/2003

---

#### **A-02-066-05 Administrative File.**

**Description:** File contains records of the internal administration and housekeeping activities of the office rather than the functions for which the office exists. Recordkeeping copy (paper).

**Disposition:** TEMPORARY: cut off at end of calendar year. Destroy records when 2 years old.

**DispAuthNo:** GRS 23, item 1

**Date Edited:** 12/2/2003

---

#### **A-02-066-06 Personal Assistant Subject File.**

**Description:** File Contains correspondence, memcons, memoranda, reports, briefings, and related materials. Recordkeeping copy (paper).

**Disposition:** PERMANENT: Cut off at end of calendar year. Retire to Records Service Center immediately. Records Service Center will transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.

**DispAuthNo:** N1-59-03-06, item 6

**Date Edited:** 12/2/2003

---

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-066-07</b>	<b>Meetings File</b>
<b>Description:</b>	File contains correspondence, memcons, memoranda, reports, briefings, and other materials related to proposed and scheduled meetings. Recordkeeping copy (paper).
<b>Disposition:</b>	PERMANENT: Cut off at end of calendar year. Retire to Records Service Center when 5 years old. Records Service Center will transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old in 5-year blocks.
<b>DispAuthNo:</b>	N1-59-03-06, item 7
	<b>Date Edited:</b> 12/2/2003
<b>A-02-066-08</b>	<b>Correspondence File</b>
<b>Description:</b>	File contains correspondence, resumes, and related materials received from non-government sources. Recordkeeping copy (paper).
<b>Disposition:</b>	TEMPORARY: Destroy when 3 years old.
<b>DispAuthNo:</b>	N1-059-03-06, item 8
	<b>Date Edited:</b> 10/26/2007
<b>A-02-066-09</b>	<b>Reference File</b>
<b>Description:</b>	File contains duplicate copies of records maintained elsewhere in this schedule. Retained for reference purposes only.
<b>Disposition:</b>	TEMPORARY: Destroy when no longer needed for reference. (non-record)
<b>DispAuthNo:</b>	N1-059-03-06, item 9
	<b>Date Edited:</b> 12/2/2003
<b>A-02-066-10a</b>	<b>Electronic Mail and Word Processing System Copies</b>
<b>Description:</b>	<p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy.</p>
<b>Disposition:</b>	TEMPORARY: Delete within 180 days after the recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-03-06, item 10a
	<b>Date Edited:</b> 10/26/2007

---

## U.S. Department of State Records Schedule

---

### Chapter 02: Principal Officers

---

---

#### **A-02-066-10b      Electronic Mail and Word Processing System Copies**

**Description:** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

b. Copies used for dissemination, revision, or updating that is maintained in addition to the recordkeeping copy.

**Disposition:** TEMPORARY: Delete when dissemination, revision, or updating is completed.

**DispAuthNo:** N1-59-03-06, item 10b      **Date Edited:** 12/2/2003

---

#### **A-02-066-11a      Mission Activity Tracker (MAT - PDMAT)**

**Description:** The MAT is an online performance measurement reporting tool that supports the collection of data on the scope, frequency, and achievements of U.S. mission public diplomacy activities worldwide.

a. Master File

Information contained in this system describes public diplomacy programs, products and initiatives carried out by the Bureau of International Information Programs (IIP) and U.S. missions worldwide. The data provides baseline information to support public diplomacy program evaluation. Data includes date or start/end date of activity; activity type; activity name; photo(s) of activity; key persons associated with the activity; audience reached; media placement; strategic theme supported; objectives; and result type.

**Disposition:** Temporary. Cut off at the end of the calendar year in which event occurred. Destroy/Delete 25 years after cutoff or when no longer needed, whichever is later.

**DispAuthNo:** N1-059-11-12, item 1a      **Date Edited:** 8/17/2012

---

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-066-11b</b>	<b>Mission Activity Tracker (MAT - PDMAT)</b>
<b>Description:</b>	b. Inputs  Electronic data entered into the system by PD units at overseas posts during an update process. Data is entered in a structured format via a web-based application. For example, activity type may be chosen from among the following: Formal Spoken Communication; Media Placement; Interview/Press Conference; Dissemination of Printed or Electronic Information; Educational/Cultural; Representational; Relationship Building/Maintenance; and Web 2.0/Social Media Engagement. Types of results may be chosen from among: Improved or Increased Understanding of U.S. Policies, Society and Values; Incorporated U.S. Sponsored Information Materials into Local Institutions; Initiated Positive Change to Local Organizations or Community; and Media Coverage.
<b>Disposition:</b>	Temporary. Delete when data have been entered into the master file or database and verified, or when no longer required to support the reconstruction of, or serve as a backup to, a master file or database, whichever is later.
<b>DispAuthNo:</b>	GRS 20, item 2b
	<b>Date Edited:</b> 8/22/2012
<b>A-02-066-11c</b>	<b>Mission Activity Tracker (MAT - PDMAT)</b>
<b>Description:</b>	c. Outputs  Summary and or detailed real-time reports on PD activities to support PD program evaluation.
<b>Disposition:</b>	Temporary. Destroy when no longer needed
<b>DispAuthNo:</b>	GRS-20, item 16
	<b>Date Edited:</b> 8/23/2012
<b>A-02-066-11d</b>	<b>Mission Activity Tracker (MAT - PDMAT)</b>
<b>Description:</b>	d. Documentation  Includes Project Decision Document, Project Plan, System Requirements Document, Technical Design Document, Deployment Plan, and Test Plan.
<b>Disposition:</b>	Temporary. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system, whichever is later.
<b>DispAuthNo:</b>	GRS 20, item 11a (1)
	<b>Date Edited:</b> 8/23/2012

---

## U.S. Department of State Records Schedule

---

### *Chapter 02: Principal Officers*

---

**A-02-066-11e**      **Mission Activity Tracker (MAT - PDMAT)**

**Description:**      e. System Backups

Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.

**Disposition:**      Temporary. Delete full backup files when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.

**DispAuthNo:**      GRS 24, item 4a (2)

**Date Edited:**      8/23/2012

---

---

## U.S. Department of State Records Schedule

---

### *Chapter 02: Principal Officers*

---

#### Office of Management, Policy and Innovation

**A-02-070-01a      General Subject Files**

**Description:** Documents reflect correspondence relating to the review and staffing of positions abroad. Included are copies of reports, memorandums of understanding, lists of authorized positions, marine guard assignments and activation of detachments, briefing materials, security oversight audits, threat assessments, security measures, Department of Defense elements, post openings and closings, and other related correspondence.

a. Recordkeeping copy (paper)

**Disposition:** Permanent. Retire to the RSC when five years old for transfer to WNRC. Transfer to National Archives when 25 years old. (NC1-59-84-4)

**DispAuthNo:** N1-59-99-16, item 1a

**Date Edited:** 12/13/2000

---

**A-02-070-01b      General Subject Files**

**Description:** Documents reflect correspondence relating to the review and staffing of positions abroad. Included are copies of reports, memorandums of understanding, lists of authorized positions, marine guard assignments and activation of detachments, briefing materials, security oversight audits, Department of Defense elements, post openings and closings, and other related correspondence.

b. Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-99-16, item 1b

**Date Edited:** 12/13/2000

---

**A-02-070-02a      Project Files**

**Description:** Documents reflect involvement in a wide range of management issues relating to developing and implementing policies and procedures impacting U.S. presence overseas. Included are management studies, overseas staffing reviews and reports, working groups, task forces, e-mail messages and other related initiatives to oversee and protect US personnel abroad.

a. Recordkeeping copy (paper).

**Disposition:** Permanent. Retire to the RSC when 5 years old for transfer to WNRC. Transfer to National Archives when 25 years old (NC1-59-84-4)

**DispAuthNo:** N1-59-99-16, item 2a

**Date Edited:** 12/13/2000

---

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-070-02b</b>	<b>Project Files</b>
<b>Description:</b>	<p>Documents reflect involvement in a wide range of management issues relating to developing and implementing policies and procedures impacting U.S. presence overseas. Included are management studies, overseas staffing reviews and reports, working groups, task forces, e-mail messages and other related initiatives to oversee and protect US personnel abroad.</p> <p>b. Electronic version of records created by electronic mail and word processing applications.</p>
<b>Disposition:</b>	Delete when file copy is generated or when no longer needed for reference or updating.
<b>DispAuthNo:</b>	N1-59-99-16, item 2b
	<b>Date Edited:</b> 12/13/2000
<b>A-02-070-03a</b>	<b>Mission Program Plans</b>
<b>Description:</b>	<p>Arranged by country. Master files reflect five year projections for the accomplishment of post goals and objectives. Included are action plans, support summaries, resource tables, post-reporting plans, feedback cables, e-mail messages and mission summaries drafted by the bureaus.</p> <p>a. Recordkeeping copy (paper).</p>
<b>Disposition:</b>	Permanent. Retain one year after cut off then retire to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old. (N1-59-97-2, item 1)
<b>DispAuthNo:</b>	N1-59-99-16, item 3a
	<b>Date Edited:</b> 7/11/2007
<b>A-02-070-03b</b>	<b>Mission Program Plans</b>
<b>Description:</b>	<p>Arranged by country. Master files reflect five year projections for the accomplishment of post goals and objectives. Included are action plans, support summaries, resource tables, post-reporting plans, feedback cables, e-mail messages and mission summaries drafted by the bureaus.</p> <p>b. Electronic version of records created by electronic mail and word processing applications.</p>
<b>Disposition:</b>	Destroy/delete within 180 days after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-99-16, item 3b
	<b>Date Edited:</b> 7/11/2007

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

---

#### A-02-070-04a Bureau Program Plans

**Description:** Arranged by functional and geographic bureau. Master files reflect five year projections for the accomplishment of goals and objectives. Included are plan assessments, planning framework, program issue papers, action plans, e-mail messages and resource projections.

a. Recordkeeping copy (paper).

**Disposition:** Permanent. Retain one year after cut off then retire to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.  
(N1-59-97-2, item 2)

**DispAuthNo:** N1-59-99-16, item 4a

**Date Edited:** 12/13/2000

---

#### A-02-070-04b Bureau Program Plans

**Description:** Arranged by functional and geographic bureau. Master files reflect 5-year projections for the accomplishment of goals and objectives. Included are plan assessments, planning framework, program issue papers, action plans, e-mail messages and resource projections.

b. Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-99-16, item 4b

**Date Edited:** 4/1/1999

---

#### A-02-070-05a Office of Inspector General (OIG) Files

**Description:** Arranged by region, country, and bureau. Documents reflect copies of reports and follow-up reviews of domestic and regional inspections conducted by the OIG. Included are action memorandums presenting issues for discussion and essential factors for the attention of the Under Secretary for Management, OIG compliance memorandums, telegrams, e-mail messages, general information as well as draft copies of reports for comment.

a. Recordkeeping copy (paper).

**Disposition:** Destroy when 10 years old or when no longer needed for current operations, whichever is sooner.

**DispAuthNo:** N1-59-99-16, item 5a

**Date Edited:** 12/13/2000

---

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

---

#### A-02-070-05b Office of Inspector General (OIG) Files

**Description:** Arranged by region, country, and bureau. Documents reflect copies of reports and follow-up reviews of domestic and regional inspections conducted by the OIG. Included are action memorandums presenting issues for discussion and essential factors for the attention of the Under Secretary for Management, OIG compliance memorandums, telegrams, e-mail messages, general information as well as draft copies of reports for comment.

b. Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-99-16, item 5b

**Date Edited:** 12/13/2000

---

#### A-02-070-06a(1) Special Embassy Program (SEP) Files

**Description:** a. Policies and Procedures. Documents reflect background information on the establishment of the SEP posts. Included are criteria and guidelines for participating in the SEP program, program reviews and reports on mission operations, talking points, briefing materials, e-mail messages and related correspondence.

(1) Recordkeeping Copy (paper).

**Disposition:** Permanent. Retire to RSC when five years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-59-99-16, item 8a(1)

**Date Edited:** 6/11/2007

---

#### A-02-070-06a(2) Special Embassy Program (SEP) Files

**Description:** a. Policies and Procedures. Documents reflect background information on the establishment of the SEP posts. Included are criteria and guidelines for participating in the SEP program, program reviews and reports on mission operations, talking points, briefing materials, e-mail messages and related correspondence.

(2) Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-99-16, item 8a(2)

**Date Edited:** 6/11/2007

---

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-070-06b(1)</b>	<b>Special Embassy Program (SEP) Files</b>
<b>Description:</b>	<p>b. Post Files. Documents reflect establishment of positions, proposals for approval of US Direct-Hire position ceilings, security and oversight inspections and funding developments. Included are telegrams, memorandums, e-mail messages and related correspondence.</p> <p>(1) Recordkeeping copy (paper).</p>
<b>Disposition:</b>	Permanent. Transfer to the RSC when three years old for transfer to WNRC. Transfer to the National Archives when 25 years old.
<b>DispAuthNo:</b>	N1-59-99-16, item 8b(1) <b>Date Edited:</b> 6/11/2007
<b>A-02-070-06b(2)</b>	<b>Special Embassy Program (SEP) Files</b>
<b>Description:</b>	<p>b. Post Files. Documents reflect establishment of positions, proposals for approval of US Direct-Hire position ceilings, security and oversight inspections and funding developments. Included are telegrams, memorandums, e-mail messages and related correspondence.</p> <p>(2) Electronic version of records created by electronic mail and word processing applications.</p>
<b>Disposition:</b>	Destroy/delete within 180 days after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-99-16, item 8b(2) <b>Date Edited:</b> 6/11/2007
<b>A-02-070-06c(1)</b>	<b>Special Embassy Program (SEP) Files</b>
<b>Description:</b>	<p>c. General Issues. Included are e-mail messages, telegrams and memorandums on the establishment of positions, increased staffing levels, proposals for staffing positions and related correspondence.</p> <p>(1) Recordkeeping copy (paper)</p>
<b>Disposition:</b>	Permanent. Transfer to the RSC when three years old for transfer to the WNRC. Transfer to the National Archives when 25 years old.
<b>DispAuthNo:</b>	N1-59-99-16, item 8c(1) <b>Date Edited:</b> 6/11/2007

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-070-06c(2)</b>	<b>Special Embassy Program (SEP) Files</b>
<b>Description:</b>	<p>c. General Issues. Included are e-mail messages, telegrams and memorandums on the establishment of positions, increased staffing levels, proposals for staffing positions and related correspondence.</p> <p>(2) Electronic version of records created by electronic mail and word processing applications.</p>
<b>Disposition:</b>	Destroy/delete within 180 days after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-99-16, item 8c(2) <b>Date Edited:</b> 6/11/2007
<b>A-02-070-07a(1)</b>	<b>Accountability Review Board (ARB) Files</b>
<b>Description:</b>	<p>Documents reflect the establishment of review boards as a result of serious injury, loss of life, or significant destruction of property at or related to a USG mission abroad or in any case of serious breach of security.</p> <p>a. Policies, procedures and background information.</p> <p>(1) Recordkeeping copy (paper).</p>
<b>Disposition:</b>	Permanent. Retire to the RSC when 10 years old for transfer to WNRC. Transfer to WNRC. Transfer to the National Archives when 25 years old.
<b>DispAuthNo:</b>	N1-59-99-16, item 9a(1) <b>Date Edited:</b> 6/11/2007
<b>A-02-070-07a(2)</b>	<b>Accountability Review Board (ARB) Files</b>
<b>Description:</b>	<p>Documents reflect the establishment of review boards as a result of serious injury, loss of life, or significant destruction of property at or related to a USG mission abroad or in any case of serious breach of security.</p> <p>a. Policies, procedures and background information.</p> <p>(2) Electronic version of records created by electronic mail and word processing applications.</p>
<b>Disposition:</b>	Destroy/delete within 180 days after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-99-16, item 9a(2) <b>Date Edited:</b> 6/11/2007

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

---

#### **A-02-070-07b(1) Accountability Review Board (ARB) Files**

**Description:** b. Country and Subject Files. Consists of minutes of ARB meetings, lists of attendees, situation reports, briefing materials, investigative proceedings, reports to Congress on recommendations of the ARB, e-mail messages and other related correspondence.

(1) Recordkeeping copy (paper)

**Disposition:** Permanent. Retire to RSC when five years old for transfer to WNRC. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-59-99-16, item 9b(1)

**Date Edited:** 6/11/2007

---

#### **A-02-070-07b(2) Accountability Review Board (ARB) Files**

**Description:** b. Country and Subject Files. Consists of minutes of ARB meetings, lists of attendees, situation reports, briefing materials, investigative proceedings, reports to Congress on recommendations of the ARB, e-mail messages and other related correspondence.

(2) Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180-days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-99-16, item 9b(2)

**Date Edited:** 6/11/2007

---

#### **A-02-070-08 Overseas Presence of the United States (OPUS I and II)**

**Description:** This system provides the Department with information on USG direct-hire positions overseas. M/P uses this data to prepare reports on USG positions on a country, regional, and worldwide basis. Data includes activity identification, sponsoring agency, country, and State Department organizational code.

**Disposition:** Temporary. Delete information when obsolete or no longer needed. (N1-59--88-10, item 1)

**DispAuthNo:** N1-59-99-16, item 10

**Date Edited:** 6/11/2007

---

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-070-09</b>	<b>State Database</b>
<b>Description:</b>	This system contains data on each American full-time position in the State Department on a worldwide basis. M/P uses this data to monitor and count the movement of positions within the Department over periods of time and provide actual and authorized position strength. Data includes the position ID number, appropriation code, office code, funding code, fiscal year, allotment code, occupation position title, grade level, type of position and skill code.
<b>Disposition:</b>	Temporary. Delete information when obsolete or no longer needed. (N1-59-88-11, item 1)
<b>DispAuthNo:</b>	N1-59-99-16, item 11
	<b>Date Edited:</b> 6/11/2007
<b>A-02-070-10</b>	<b>DS-1670, Request for Position Data Action Files</b>
<b>Description:</b>	Arranged by bureau. Data reflects American full-time positions in the State Department on a worldwide basis. These forms are the source for information in State Database.
<b>Disposition:</b>	Destroy when five years old.
<b>DispAuthNo:</b>	N1-59-99-16, item 12
	<b>Date Edited:</b> 6/11/2007
<b>A-02-070-11a</b>	<b>National Security Decision Directive (NSDD) 38 Case Files (all agencies/activities, unless otherwise noted)</b>
<b>Description:</b>	Arranged by agency, activity, region and country. Included are copies of memoranda, telegrams, e-mail messages covering issues for decision, appeals, funding of positions, etc.  a. Recordkeeping copy (paper)
<b>Disposition:</b>	Permanent. Transfer to the RSC when three years old for transfer to WNRC. Transfer to the National Archives when 25 years old.
<b>DispAuthNo:</b>	N1-59-99-16, item 6a
	<b>Date Edited:</b> 6/11/2007
<b>A-02-070-11b</b>	<b>NSDD 38 Case Files (all agencies/activities, unless otherwise noted)</b>
<b>Description:</b>	Arranged by agency, activity, region and country. Included are copies of memoranda, telegrams, e-mail messages covering issues for decision, appeals, funding of positions, etc.  b. Electronic version of records created by electronic mail and word processing applications.
<b>Disposition:</b>	Destroy/delete within 180 days after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-99-16, item 6b
	<b>Date Edited:</b> 6/11/2007

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-070-12a(1)</b>	<b>Special NSDD 38 Case Files</b>
<b>Description:</b>	<p>a. AID-Regional Inspector General (RIG) Staffing Files. Arranged by subject and region. Documents reflect legislation governing the Regional Inspection Groups overseas. Included are action memorandums, memorandums to the file and telegrams regarding current and planned staffing levels, proposed legislation, staffing proposals, congressional requests for data on staffing, talking points, appeals, funding, e-mail messages and related correspondence.</p> <p>(1) Recordkeeping copy (paper).</p>
<b>Disposition:</b>	Permanent. Retire to RSC when 10 years for transfer to the WNRC. Transfer to National Archives when 25 years old.
<b>DispAuthNo:</b>	N1-59-99-16, item 7a(1) <b>Date Edited:</b> 6/11/2007
<b>A-02-070-12a(2)</b>	<b>Special NSDD 38 Case Files</b>
<b>Description:</b>	<p>a. AID-Regional Inspector General (RIG) Staffing Files. Arranged by subject and region. Documents reflect legislation governing the Regional Inspection Groups overseas. Included are action memorandums, memorandums to the file and telegrams regarding current and planned staffing levels, proposed legislation, staffing proposals, congressional requests for data on staffing, talking points, appeals, funding, e-mail messages and related correspondence.</p> <p>(2) Electronic version of records created by electronic mail and word processing applications.</p>
<b>Disposition:</b>	Destroy/delete within 180 days after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-99-16, item 7a(2) <b>Date Edited:</b> 6/11/2007
<b>A-02-070-12b(1)</b>	<b>Special NSDD 38 Case Files</b>
<b>Description:</b>	<p>b. CIA Case Files: Arranged by subject and region. Documents reflect policies, procedures, guidelines, reports and briefings on Intelligence Community issues such as staffing and reporting of overseas positions and station closings. Included are talking points, intelligence staffing overseas proposals, NIS Working Group documents, e-mail messages and related correspondence.</p> <p>(1) Recordkeeping copy (paper).</p>
<b>Disposition:</b>	Permanent. Retire to the RSC when three years old for transfer to WNRC. Transfer to the National Archives when 25 years old.
<b>DispAuthNo:</b>	N1-59-99-16, item 7b(1) <b>Date Edited:</b> 6/11/2007

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-070-12b(2)</b>	<b>Special NSDD 38 Case Files</b>
<b>Description:</b>	<p>b. CIA Case Files. Arranged by subject and region. Documents reflect policies, procedures, guidelines, reports and briefings on Intelligence Community issues such as staffing and reporting of overseas positions and station closings. Included are talking points, intelligence staffing overseas proposals, NIS Working Group documents, e-mail messages and related correspondence.</p> <p>(2) Electronic version of records created by electronic mail and word processing applications.</p>
<b>Disposition:</b>	Destroy/delete within 180 days after record keeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-99-16, item 7b(2) <b>Date Edited:</b> 6/11/2007
<b>A-02-070-12c(1)</b>	<b>Special NSDD 38 Case Files</b>
<b>Description:</b>	<p>c. Department of Defense (DOD) Cases Files. Arranged by country. Documents reflect security responsibilities for DOD elements and personnel overseas. Included are annual reports on DOD elements, responses to congressional and other requests for information, position updates, staffing level proposals, restructuring initiatives, briefing materials, schedules for GAO reviews, e-mail messages and related correspondence.</p> <p>(1) Recordkeeping copy (paper).</p>
<b>Disposition:</b>	Permanent. Transfer to the RSC when three years old for transfer to WNRC. Transfer to National Archives when 25 years old.
<b>DispAuthNo:</b>	N1-59-99-16, item 7c(1) <b>Date Edited:</b> 6/11/2007
<b>A-02-070-12c(2)</b>	<b>Special NSDD 38 Case Files</b>
<b>Description:</b>	<p>c. Department of Defense (DOD) Cases Files: Arranged by country. Documents reflect security responsibilities for DOD elements and personnel overseas. Included are annual reports on DOD elements, responses to congressional and other requests for information, position updates, staffing level proposals, restructuring initiatives, briefing materials, schedules for GAO reviews, e-mail messages and related correspondence.</p> <p>(2) Electronic version of records created by electronic mail and word processing applications.</p>
<b>Disposition:</b>	Destroy/delete within 180 days after record keeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-99-16, item 7c(2) <b>Date Edited:</b> 6/11/2007

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

---

#### A-02-070-13 eCountry Clearance System (eCC)

**Description:** eCC is an electronic information system that provides for on-line submission and processing of unclassified country clearance requests for travelers from any approved US Government agency or organization who are traveling abroad on US Government business. Country clearance requests are initiated by either the traveler or the sponsoring agency. Department employees access eCC using OpenNet (Intranet), and other agency employees have access world-wide on the Internet. eCC provides a variety of activity-based queries and reports. The application was launched in 2007.

**Disposition:** N/A

**DispAuthNo:** N/A

**Date Edited:** 11/16/2009

---

#### A-02-070-13a eCountry Clearance System (eCC)

**Description:** a. Master File

eCC contains travel request data for individuals, both Government employees and contractors, who are traveling to a post on official US Government business. Data includes travel itinerary, basic information about the traveler (name, agency, contact information, employment type, country of birth, emergency contact, passport type, number and country, and clearance level); travel dates; destination and transit countries; purpose of travel; mode of travel; point of contact at post; assistance required; and accommodations. The system also includes reference data on all available countries and posts worldwide to assist the requester and/or traveler in preparing for the trip. This data is updated as needed by post administrators. eCC does not contain superseded data or classified information. Classified country clearance requests are sent by cable.

**Disposition:** TEMPORARY. Delete or destroy when 5 years old.

**DispAuthNo:** DAA-0059-2011-0017-0001

**Date Edited:** 1/20/2012

---

#### A-02-070-13b eCountry Clearance System (eCC)

**Description:** b. Outputs

The principal output of the system is a formatted email message to the post and other authorized recipients containing the request data. Upon final action, requesters receive a confirmation message with any additional information post approvers may add (e.g., hotel reservations, control officers, etc.). On-demand reports are available to authorized users (e.g., Visitors List, Country Clearance Requests Counts by Status, and Approved Visitors Count by Agency/Month).

**Disposition:** TEMPORARY. Delete when no longer needed for administrative, legal, audit, or other operational purposes.

**DispAuthNo:** GRS 20, item 4

**Date Edited:** 11/16/2009

---

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-070-13c</b>	<b>eCountry Clearance System (eCC)</b>
<b>Description:</b>	c. Documentation  The system contains a robust help system that can be found on each page of eCC. The help information is also available in PDF format on the Welcome screen.
<b>Disposition:</b>	TEMPORARY. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.
<b>DispAuthNo:</b>	GRS 20, item 11a(1) <b>Date Edited:</b> 11/16/2009
<b>A-02-070-13d</b>	<b>eCountry Clearance System (eCC)</b>
<b>Description:</b>	d. Backups  The eCC database is backed up regularly to an enterprise-class archival system (Tivoli) for near instantaneous retrieval, as well as long-term storage to tape.
<b>Disposition:</b>	Delete when the identical records have been deleted, or when replaced by a subsequent backup file.
<b>DispAuthNo:</b>	GRS 20, item 8b <b>Date Edited:</b> 11/17/2009

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

#### Under Secretary for Arms Control and International Security Affairs

<b>A-02-080-01a</b>	<b>Subject File - Arrange by TAGS and Terms</b>		
<b>Description:</b>	a. Action memorandums, briefing memorandums, correspondence, drafts, information memorandums, logs, meeting agendas and minutes, memorandums of conversation, minutes, prepared statements, reports, telegrams, and other documentation on arms control and disarmament policy, communications, nuclear non-proliferation, security assistance, technology, and trips.		
<b>Disposition:</b>	Permanent. Close at end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 25 years old. (N1-59-90-22, item 1)		
<b>DispAuthNo:</b>	N1-59-01-07, item 1a	<b>Date Edited:</b>	1/22/2002
<b>A-02-080-01b</b>	<b>Subject File - Arrange by TAGS and Terms.</b>		
<b>Description:</b>	b. Electronic copies created on electronic mail and word processing systems.		
<b>Disposition:</b>	TEMPORARY: Delete after recordkeeping copy has been produced.		
<b>DispAuthNo:</b>	N1-59-01-07, item 1b	<b>Date Edited:</b>	1/22/2002
<b>A-02-080-02a</b>	<b>Country File - Arrange by country names</b>		
<b>Description:</b>	a. Action memorandums, briefing memorandums, correspondence, drafts, information memorandums, memorandums, reports, telegrams, and other documentation on arms control and disarmament policy, communications, nuclear non-proliferation, security assistance, science, space affairs, and technology.		
<b>Disposition:</b>	Permanent. Close at end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 25 years old. (N1-59-90-22, item 2)		
<b>DispAuthNo:</b>	N1-59-01-07, item 2a	<b>Date Edited:</b>	1/22/2002
<b>A-02-080-02b</b>	<b>Country File - Arrange by country names.</b>		
<b>Description:</b>	b. Electronic copies created on electronic mail and word processing systems.		
<b>Disposition:</b>	TEMPORARY: Delete after recordkeeping copy has been produced.		
<b>DispAuthNo:</b>	N1-59-01-07, item 2b	<b>Date Edited:</b>	1/22/2002

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-080-03a</b>	<b>Chronological File</b>
<b>Description:</b>	a. Action memorandums, briefing memorandums, correspondence, information memorandums, memorandums of conversation, reports, and other documentation on arms control and disarmament policy, communications, nuclear non-proliferation, science, security assistance, space affairs, and technology.
<b>Disposition:</b>	Permanent. Close at end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group and retire to Records Service Center. Transfer to WNRC when 5 years old. Transfer to the National Archives when 25 years old. (N1-59-90-22, item 3)
<b>DispAuthNo:</b>	N1-59-01-07, item 3a
	<b>Date Edited:</b> 1/22/2002
<b>A-02-080-03b</b>	<b>Chronological File.</b>
<b>Description:</b>	b. Electronic copies created on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-01-07, item 3b
	<b>Date Edited:</b> 1/22/2002
<b>A-02-080-04a</b>	<b>Speech and Testimony File - Arrange Chronologically.</b>
<b>Description:</b>	a. File contains speeches and testimony (classified and unclassified text), background material, correspondence, drafts, memorandums, and supporting documentation.
<b>Disposition:</b>	PERMANENT: Hold in current file area and retire to the Records Service Center at the end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group. Transfer to WNRC when 5 years old. Transfer to the National Archives when 25 years old.
<b>DispAuthNo:</b>	N1-59-01-07, item 4a
	<b>Date Edited:</b> 1/22/2002
<b>A-02-080-04b</b>	<b>Speech and Testimony File - Arrange Chronologically.</b>
<b>Description:</b>	b. Electronic copies created on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-01-07, item 4b
	<b>Date Edited:</b> 1/22/2002

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-080-05a</b>	<b>Weekly Activity Report (WAR) Files.</b>
<b>Description:</b>	a. Official copies of signed weekly reports containing activity updates from each bureau. Arranged in chronological order per calendar year.
<b>Disposition:</b>	PERMANENT: Close at end of calendar year. Hold in current file area or retire to Records Service Center one year after closure. Transfer to WNRC when 5 years old. Transfer to National Archives 25 years after closure.
<b>DispAuthNo:</b>	N1-59-01-07, item 5a
	<b>Date Edited:</b> 1/22/2002
<b>A-02-080-05b</b>	<b>Weekly Activity Report (WAR) Files.</b>
<b>Description:</b>	b. Electronic copies created on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-01-07, item 5b
	<b>Date Edited:</b> 1/22/2002
<b>A-02-080-06a</b>	<b>Appointment Books and Calendars</b>
<b>Description:</b>	a. Appointment books, calendars and daily notes and daily schedules of the Under Secretary.
<b>Disposition:</b>	TEMPORARY: Close at end of calendar year. Hold in current file area until the end of the Under Secretary's tenure and then destroy.
<b>DispAuthNo:</b>	N1-59-01-07, item 6a
	<b>Date Edited:</b> 1/23/2002
<b>A-02-080-06b</b>	<b>Appointment Books and Calendars</b>
<b>Description:</b>	b. Electronic copies created on electronic mail and word processing systems.
<b>Disposition:</b>	TEMPORARY: Delete after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-01-07, item 6b
	<b>Date Edited:</b> 1/23/2002
<b>A-02-080-07</b>	<b>Tasker Log</b>
<b>Description:</b>	This system is used to track actions that are tasked by the Under Secretary's office to other offices. It includes fields for, among other things, bureau, type of tasker, classification level, subject, due date, tasked by, tasked to, comments, status, creator, and clearance (approvals).
<b>Disposition:</b>	TEMPORARY: Delete all closed items at the end of the Under Secretary's tenure.
<b>DispAuthNo:</b>	N1-59-01-07, item 7
	<b>Date Edited:</b> 1/23/2002

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

---

#### A-02-080-08      T Tracking Log

**Description:** This system is used to track documents that flow through the Under Secretary's office. It includes information such as classification level, from, to, drafter, drafting organization, subject, reviewers, date, and document type.

**Disposition:** TEMPORARY: Delete entries no longer needed after review at the end of the Under Secretary's tenure.

**DispAuthNo:** N1-59-01-07, item 8

**Date Edited:** 1/23/2002

---

#### A-02-080-09a      International Security Advisory Board Meeting Files.

**Description:** a. International Security Advisory Board (formerly called the Arms Control and Nonproliferation Advisory Board (ACNAB)) membership is composed of eminent scientists and arms control experts, none of whom are current government employees, appointed by the Under Secretary of State for Arms Control, Nonproliferation, and International Security. The Board provides the Under Secretary with analysis and recommendations of the full range of arms control and nonproliferation issues.

Meeting files contain meeting announcements, agendas, minutes, briefing materials, memorandums, notes, reports, telegrams and other documents related to the activities of the ACNAB. Records cover the period from April 1, 1999 to present and consist of a total of approximately six cubic feet. Files are arranged chronologically and accumulate at a rate of about four cubic feet per year.

**Disposition:** PERMANENT: Close at the end of calendar year. Hold in current file area 1 year after date of closure and retire to Records Service Center. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old.

**DispAuthNo:** N1-59-01-07, item 9a

**Date Edited:** 1/23/2002

---

#### A-02-080-09b      International Security Advisory Board Meeting Files

**Description:** b. Electronic copies created on electronic mail and word processing systems.

**Disposition:** TEMPORARY: Delete when recordkeeping copy has been produced or when no longer needed, whichever is soonest.

**DispAuthNo:** N1-59-01-07, item 9b

**Date Edited:** 1/23/2002

---

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

#### Coordinator for Counterterrorism (S/CT)

##### **A-02-090-01a**      **Coordinator for Counterterrorism - Chronological Files**

**Description:** Copies of all outgoing correspondence for the counter terrorism program.

a. Official Files.

**Disposition:** Permanent. Retire when 3 years old to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-59-96-11, item 1a      **Date Edited:** 4/1/1999

##### **A-02-090-01b**      **Coordinator for Counterterrorism - Chronological Files**

**Description:** Copies of all outgoing correspondence for the counter terrorism program.

b. Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-96-11, item 1b      **Date Edited:** 4/1/1999

##### **A-02-090-02a**      **Program Files**

**Description:** Records relating to the U.S. counterterrorism program and related activities. Records are under the following categories:

- Subject (general) files: Records on various general subjects and office-generated reports pertaining to the overall counterterrorism program
- Incident Files: Records relating to specific terrorist attacks and incidents;
- Group Files: Records about specific terrorist groups or individuals;
- Country Files: Records relating to terrorism and counterterrorism in various countries
- Special Projects and Programs on counterterrorism

These files include telegrams, airgrams, memorandums, reports, correspondence, agendas, minutes of meetings, background material, briefing materials, briefing books, "official-informal" correspondence, notes, chits, drafts, speeches and statements, clippings, legal documents, and publications.

a. Official Files

**Disposition:** Permanent. Retire to RSC as space requires and frequency of use dictate for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-59-96-11, item 2a      **Date Edited:** 4/1/1999

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

---

#### A-02-090-02b Program Files

**Description:** Records relating to the U.S. counterterrorism program and related activities. Records are under the following categories:

- Subject (general) files: Records on various general subjects and office-generated reports pertaining to the overall counterterrorism program
- Incident Files: Records relating to specific terrorist attacks and incidents;
- Group Files: Records about specific terrorist groups or individuals;
- Country Files: Records relating to terrorism and counterterrorism in various countries
- Special Projects and Programs on counterterrorism

These files include telegrams, airgrams, memorandums, reports, correspondence, agendas, minutes of meetings, background material, briefing materials, briefing books, "official-informal" correspondence, notes, chits, drafts, speeches and statements, clippings, legal documents, and publications.

b. Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-96-11, item 2b **Date Edited:** 4/1/1999

---

#### A-02-090-03a Research and Development Files

**Description:** Background material, reference materials, technical reports and papers, testimony on research and development of counterterrorism products and programs.

a. Official Files.

**Disposition:** Permanent. Retire when 10 years old to the RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-59-96-11, item 3a **Date Edited:** 4/1/1999

---

#### A-02-090-03b Research and Development Files

**Description:** Background material, reference materials, technical reports and papers, testimony on research and development of counterterrorism products and programs.

b. Electronic version of records created by electronic mail and word processing applications.

**Disposition:** Destroy/delete within 180 days after recordkeeping copy has been produced.

**DispAuthNo:** N1-59-96-11, item 3b **Date Edited:** 4/1/1999

---

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-090-04a</b>	<b>Legislation on Terrorism related Issues</b>
<b>Description:</b>	Information maintained on Congressional Legislative History and Executive Branch Position on the antiterrorism program. Contains background material, congressional correspondence, cables, memoranda, testimonies, speeches, analysis, questions and answers, position papers, talking points on issues and concerns on counter terrorism, hostages, specific incidents and overall terrorism program.  a. Official Files.
<b>Disposition:</b>	Permanent. Retire when 10 years old to the RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.
<b>DispAuthNo:</b>	N1-59-96-11, item 4a
<b>Date Edited:</b>	4/1/1999
<b>A-02-090-04b</b>	<b>Legislation on Terrorism related Issues</b>
<b>Description:</b>	Information maintained on Congressional Legislative History and Executive Branch Position on the antiterrorism program. Contains background material, congressional correspondence, cables, memoranda, testimonies, speeches, analysis, questions and answers, position papers, talking points on issues and concerns on counter terrorism, hostages, specific incidents and overall terrorism program.  b. Electronic version of records created by electronic mail and word processing applications.
<b>Disposition:</b>	Destroy/delete within 180 days after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-96-11, item 4b
<b>Date Edited:</b>	4/1/1999
<b>A-02-090-05a</b>	<b>Foreign Terrorist Organization (FTO) Designation Files</b>
<b>Description:</b>	Records arranged by terrorist organizations that include background material, cables, e-mail, clippings, evidence, and biannual report.  a. Official Files.
<b>Disposition:</b>	Permanent. Retire when 5 years old to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.
<b>DispAuthNo:</b>	N1-59-96-11, item 5a
<b>Date Edited:</b>	4/1/1999

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-090-05b</b>	<b>Foreign Terrorist Organization (FTO) Designation Files</b>
<b>Description:</b>	Records arranged by terrorist organizations that include background material, cables, e-mail, clippings, evidence, and biannual report.  b. Electronic version of records created by electronic mail and word processing applications.
<b>Disposition:</b>	Destroy/delete within 180 days after recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-59-96-11, item 5b <b>Date Edited:</b> 4/1/1999
<b>A-02-090-06a</b>	<b>Publications</b>
<b>Description:</b>	Reports and publications, such as Patterns of Global Terrorism, issued under the imprimatur of the Coordinator for Counterterrorism and predecessor and successor offices.  a. Master set.
<b>Disposition:</b>	Permanent. Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.
<b>DispAuthNo:</b>	N1-59-96-11, item 6a <b>Date Edited:</b> 4/1/1999
<b>A-02-090-06b</b>	<b>Publications</b>
<b>Description:</b>	Reports and publications, such as Patterns of Global Terrorism, issued under the imprimatur of the Coordinator for Counterterrorism and predecessor and successor offices.  b. All other copies, electronic or paper, used for dissemination, revision, or updating
<b>Disposition:</b>	Destroy/delete when dissemination, revision, or updating is completed.
<b>DispAuthNo:</b>	N1-59-96-11, item 6b <b>Date Edited:</b> 4/1/1999

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

#### The Counselor

##### A-02-100-01 Subject Files

**Description:** Arranged by subject. Memoranda, memoranda of conversation, reports, correspondence, notes, chits, briefing memoranda, action memoranda, information memoranda, telegrams, airgrams, drafts, briefing books, clippings, statements, agendas, and other material. Records relate to the activities, responsibilities, and interests of the Counselor. Included are files on trips and meetings.

**Disposition:** Permanent. Cut off at end of tenure of incumbent or sooner if necessary and transfer to RSC. Block records of one incumbent together and transfer to WNRC when five years old. Transfer to National Archives when 30 years old.

**DispAuthNo:** N1-59-91-5, item 1 **Date Edited:** 12/13/2000

##### A-02-100-02 Country Files

**Description:** Arranged by name of country. Memoranda, memoranda of conversation, action memoranda, briefing memoranda, information memoranda, telegrams, airgrams, reports, correspondence, statements, briefing papers, publications, notes, drafts, chits, and other material. Records relate to activities, responsibilities, and interests of the Counselor as they relate to specific countries.

**Disposition:** Permanent. Cut off at the end of the tenure of incumbent or sooner if necessary and transfer to RSC. Block records of one incumbent together and transfer to WNRC when five years old. Transfer to National Archives when 30 years old.

**DispAuthNo:** N1-59-91-5, item 2 **Date Edited:** 12/13/2000

##### A-02-100-03 Chronological Files

**Description:** Arranged Chronologically. Memoranda, memoranda of conversation, action memoranda, briefing memoranda, information memoranda, reports, correspondence, notes, telegrams, airgrams, statements, chits, and other material. Records cover the activities, responsibilities, and interests of the Counselor.

**Disposition:** Permanent. Cut off at end of tenure of incumbent or sooner if necessary and transfer to RSC. Block records of one incumbent together and transfer to WNRC when five years old. Transfer to National Archives when 30 years old.

**DispAuthNo:** N1-59-91-5, item 3 **Date Edited:** 12/13/2000

---

## U.S. Department of State Records Schedule

---

### *Chapter 02: Principal Officers*

---

#### **Ambassador At Large for War Crimes Issues (S/WCI)**

<b>A-02-101-01</b>	<b>Office of War Crimes Issues Program (Subject, Organization, and Country) Files.</b>		
<b>Description:</b>	a. Recordkeeping copies. Arrange by subject, country, or organization. Memorandums, correspondence, reports, position papers, telegrams, drafts, briefing materials, e-mail messages, publications, and other material relating to War Crimes issues.		
<b>Disposition:</b>	PERMANENT: Cut off annually and retire to the Records Service Center (RSC) when 3 years old. Transfer to the National Archives (NARA) when 25 years old in 5-year blocks.		
<b>DispAuthNo:</b>	N1-059-02-02, item 1(a)	<b>Date Edited:</b>	5/24/2007
<hr/>			
<b>A-02-101-01a</b>	<b>Office of War Crimes Issues Program (Subject, Organization, and Country) Files.</b>		
<b>Description:</b>	b. Electronic copies produced on electronic mail and word processing systems.		
<b>Disposition:</b>	TEMPORARY: Delete once recordkeeping copy has been produced.		
<b>DispAuthNo:</b>	N1-059-02-02, item 1(b)	<b>Date Edited:</b>	5/24/2007

---

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

#### Office to Monitor and Combat Trafficking-in-Persons (G/TIP)

**A-02-102-01 Country Files**

**Description:** Maintained to prepare Congressionally required annual report. Arranged chronologically. The file includes memoranda, telegrams, correspondence, reports, background material and other documentation pertaining to Trafficking-in-People in individual countries. File contains government and open-source materials as well as classified and unclassified material.

**Disposition:** PERMANENT. Cut off annually. Retire to the Records Service Center (RSC) when 4 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-059-06-3, item 1

**Date Edited:** 11/17/2008

**A-02-102-02 Senior Coordinator's Reference File**

**Description:** Duplicate copies of selected documents used by the senior coordinator to monitor the progress of each year's annual report. Filed by country.

**Disposition:** TEMPORARY. Retain for 1 year after reporting period ends. Compare to country file and transfer those documents not in country file and then destroy remaining documents.

**DispAuthNo:** N1-059-06-3, item 2

**Date Edited:** 11/17/2008

**A-02-102-03 Congressional Liaison Files**

**Description:** Arranged either by Congressional Hearings or by other subject. File contains briefing books, correspondence, and all other documents prepared for Congress. Includes both presentation materials and correspondence between office staff and members and/or committees.

**Disposition:** PERMANENT. Cut off annually. Retire to the Records Service Center (RSC) when 5 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-059-06-3, item 3

**Date Edited:** 11/17/2008

**A-02-102-04 Program Files**

**Description:** Maintained to determine eligibility of program for U.S. assistance and inclusion in federal foreign assistance programs. The file includes memoranda, telegrams, correspondence, reports, background material and other documentation pertaining to U.S. Government assistance programs. File contains government and open-source materials as well as classified and unclassified material.

**Disposition:** PERMANENT. Cut off annually. Retire to the Record Service Center (RSC) when 4 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old.

**DispAuthNo:** N1-059-06-3, item 4

**Date Edited:** 11/17/2008

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-102-05a</b>	<b>Annual Reports/Publications</b>
<b>Description:</b>	a. Record copy of interim reports when required and annual report submitted to Congress. Other reports or publications prepared by the Office to Combat Trafficking.
<b>Disposition:</b>	PERMANENT. Cut off annually. Retire to the Record Service Center (RSC) when 4 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old.
<b>DispAuthNo:</b>	N1-059-06-3, item 5a
	<b>Date Edited:</b> 11/17/2008
<b>A-02-102-05b</b>	<b>Annual Reports/Publications</b>
<b>Description:</b>	b. Supplemental copies of reports and publications.
<b>Disposition:</b>	TEMPORARY. Retain for 3 years then destroy.
<b>DispAuthNo:</b>	N1-059-06-3, item 5b
	<b>Date Edited:</b> 11/17/2008
<b>A-02-102-06a</b>	<b>Electronic Mail and Word Processing System Copies</b>
<b>Description:</b>	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.  a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic directories, or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy.
<b>Disposition:</b>	TEMPORARY. Delete within 180 days after the recordkeeping copy has been produced.
<b>DispAuthNo:</b>	N1-059-06-3, item 6a
	<b>Date Edited:</b> 11/17/2008

---

## U.S. Department of State Records Schedule

---

### *Chapter 02: Principal Officers*

---

#### **A-02-102-06b      Electronic Mail and Word Processing System Copies**

**Description:** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

**Disposition:** TEMPORARY. Delete when dissemination, revision, or updating is completed.

**DispAuthNo:** N1-059-06-3, item 6b

**Date Edited:** 11/17/2008

---

#### **Special Envoy for Middle East Regional Security (S/SEMERS)**

#### **A-02-103-01      Records of the Special Envoy for Middle East Regional Security - General James L. Jones, December 2007 to April 2009**

**Description:** The mission of the Special Envoy was to advance the President's and the Secretary's objective of resolving the Israeli-Palestinian dispute. This task involved planning and consulting with the parties on security issues. Specifically, to review, analyze, and recommend ways to: assist in strengthening Palestinian security institutions and capabilities; foster Israeli-Palestinian cooperation on security issues; engage immediate neighbors (e.g. Egypt and Jordan) and other key countries on enhancing Israeli-Palestinian and regional security; and shape U.S. ideas and approaches on a security concept for peace negotiations. Files contain such things as policy papers, strategic plans, discussion files, briefing books and reports, Summary Reports to Secretary of State, trip reports, agreements, cables, emails, memoranda, and intelligence reference books. The files also include those of the SEMERS Staff Director and staff members from posts in Jerusalem and Tel Aviv. Files are arranged by subject and cover the period December 2007 to April 2009.

**Disposition:** PERMANENT: Cutoff at conclusion of envoy's activities and retire to RSC for transfer to the WNRC. Hold for twenty-five (25) years and transfer to the National Archives.

**DispAuthNo:** N1-059-09-06, item 1

**Date Edited:** 8/27/2009

---

---

## U.S. Department of State Records Schedule

---

### *Chapter 02: Principal Officers*

---

#### **Special Envoys and Special Representatives (S)**

##### **A-02-104-01      Records of Special Envoys and Special Representatives**

**Description:**      The mission of a Special Envoy and Special Representative is to serve for a particular purpose, such as the conduct of special negotiations and/or attendance at world events such as coronations, inaugurations, and other state ceremonies of special importance. The designation is temporary and the Special Envoy or Special Representative advances the President's and the Secretary's foreign policy objectives. The tasks usually involve planning and consulting with the parties on a particular issue and to specifically review, analyze, and recommend ways to accomplish a particular objective. Files contain documents, policy papers, strategic plans, discussion files, briefing books and reports, Summary Reports to Secretary of State, trip reports, agreements, cables, emails, memoranda, and intelligence reference books. The files also include those of the Staff Director and staff members domestically and from posts overseas. Files are arranged by subject and cover the duration of the mission of the Special Envoy. The period covered is specified in the retirement documents.

**Disposition:**      PERMANENT. Cutoff at the conclusion of the envoy's or representative's activities and retire to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old.

**DispAuthNo:**      N1-059-09-43, item 1

**Date Edited:**      1/3/2012

---

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

#### Office of the Coordinator for Reconstruction and Stabilization (J/CSO)

**A-02-105-01      Coordinator's Chronological files - Executive Office (Paper)**

**Description:** File contains hard copies of memorandums, reports, correspondence to and from the coordinator, and deputy when acting, as well as cables and emails filed chronologically. Covers the period July 2004 to present.

**Disposition:** PERMANENT. Cut-off at end of calendar year. Retain in office for one year, and then retire to RSC. Transfer to National Archives when twenty-five years old in a format acceptable to the National Archives at the time of transfer.

**DispAuthNo:** N1-059-10-03, item 1

**Date Edited:** 1/17/2012

**A-02-105-02      Front Office Country Files**

**Description:** Files contain memorandums, reports, briefing checklists, and correspondence to and from the coordinator, cables, emails, status reports, summaries of conferences conducted by J/CSO, and power-point slide reports of completed projects. Filed by country. Recordkeeping copy is paper.

**Disposition:** PERMANENT. Cut-off at end of calendar year. Retain in office for one year, and then retire to RSC. Transfer to National Archives when twenty-five years old in a format acceptable to the National Archives at the time of transfer.

**DispAuthNo:** N1-059-10-03, item 2

**Date Edited:** 1/17/2012

**A-02-105-03a      Coordinator's Daily Activity Calendar**

**Description:** a. Paper - Calendar kept by staff assistant. Record copy.

**Disposition:** PERMANENT. Retain in office for one year and retire to RSC. Transfer to National Archives when twenty-five years old.

**DispAuthNo:** N1-059-10-03, item 3a

**Date Edited:** 1/17/2012

**A-02-105-03b      Coordinator's Daily Activity Calendar**

**Description:** b. Electronic copy. Calendar of the Coordinator kept on Microsoft Outlook database.

**Disposition:** TEMPORARY. Delete electronic calendar at the end of tenure.

**DispAuthNo:** N1-059-10-03, item 3b

**Date Edited:** 1/17/2012

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-105-04</b>	<b>Shared Electronic Folders - Chronological and Country Files</b>
<b>Description:</b>	Contains copies of materials produced by Senior Advisors, Special Assistants, Staff, and Deputies. Consists of memorandums reports, and email and other correspondence.
<b>Disposition:</b>	TEMPORARY. Duplicate copies of materials described in items 1 and 2 (above). Destroy when no longer needed.
<b>DispAuthNo:</b>	N1-059-10-03, item 4
	<b>Date Edited:</b> 1/17/2012
<b>A-02-105-05</b>	<b>Office of the Coordinator for Reconstruction and Stabilization External Web site</b>
<b>Description:</b>	<p>The Office of the Coordinator for Reconstruction and Stabilization Web (J/CSO) site is tailored for U.S. Government and non-government organizations that focus on reconstruction and stabilization issues. It is designed to provide information about the activities of the J/CSO. J/CSO leads and coordinates U.S. Government planning, and institutionalize U.S. capacity, to help stabilize and reconstruct societies in transition from conflict or civil strife so they can reach a sustainable path toward peace, democracy and a market economy. The site changes frequently depending on the activity of the office. Some editing takes place daily and at other times there is a large expansion of content when a large portion of information is developed and goes live on the site.</p> <p>The program that generates the website is PortalX, which is maintained by the Department's Bureau of Information Resource Management.</p>
<b>Disposition:</b>	N/A
<b>DispAuthNo:</b>	N/A
	<b>Date Edited:</b> 1/17/2012
<b>A-02-105-06</b>	<b>Office of the Coordinator for Reconstruction and Stabilization External Web site</b>
<b>Description:</b>	<p>Website Content Records</p> <p>Contains PowerPoint slide presentations about the office, division write-ups, policy coordinating committee write-ups, academic outreach pages, lessons learned pages, and a country engagement section.</p>
<b>Disposition:</b>	TEMPORARY. Delete when no longer needed for reference.
<b>DispAuthNo:</b>	N1-059-10-06, item 1
	<b>Date Edited:</b> 1/17/2012

---

## U.S. Department of State Records Schedule

---

### *Chapter 02: Principal Officers*

---

<b>A-02-105-07a</b>	<b>Office of the Coordinator for Reconstruction and Stabilization External Web site</b>
<b>Description:</b>	Web Management and Operations Records  a. User E-Mail Documents  E-mail messages that contain e-mail addresses of users who submit information for mailing list purposes, or for submitting resumes for consideration in the future expansion of the office. Also contains feedback comments to the webmaster. Messages are maintained in an Outlook folder titled User Responses, which is maintained by the webmaster.
<b>Disposition:</b>	TEMPORARY. Hold in Outlook folder for 5 years and then delete.
<b>DispAuthNo:</b>	N1-059-10-06, item 2a <b>Date Edited:</b> 1/18/2012
<b>A-02-105-07b</b>	<b>Office of the Coordinator for Reconstruction and Stabilization External Web site</b>
<b>Description:</b>	Web Management and Operations Records  b. Website Directory  Contains a file listing of when pages/files/images were last updated. The directory is designed to mirror intuitively the makeup of the website that the user sees. Once removed/deleted, no further listing of these files remains in the directory.
<b>Disposition:</b>	TEMPORARY. Delete when no longer needed for reference.
<b>DispAuthNo:</b>	N1-059-10-06, item 2b <b>Date Edited:</b> 1/18/2012

---

## U.S. Department of State Records Schedule

### Chapter 02: Principal Officers

<b>A-02-105-08</b>	<b>Office of the Coordinator for Reconstruction and Stabilization Classified Web site</b>
<b>Description:</b>	<p>The Office of the Coordinator for Reconstruction and Stabilization (J/CSO) also maintains a duplicate classified version of the Web site (<a href="http://www.crs.state.gov">www.crs.state.gov</a>). The classified web site is tailored for U.S. Government organizations that focus on reconstruction and stabilization issues. It is designed to provide information about the activities of the J/CSO. J/CSO leads and coordinates U.S. Government planning, and institutionalize U.S. capacity, to help stabilize and reconstruct societies in transition from conflict or civil strife so they can reach a sustainable path toward peace, democracy and a market economy. The site changes frequently depending on the activity of the office. Some editing takes place daily and at other times there is a large expansion of content when a large portion of information is developed and goes live on the site.</p> <p>The program that generates the website is PortalX, which is maintained by the Department's Bureau of Information Resource Management.</p>
<b>Disposition:</b>	N/A
<b>DispAuthNo:</b>	N/A
	<b>Date Edited:</b> 1/18/2012
<b>A-02-105-09</b>	<b>Office of the Coordinator for Reconstruction and Stabilization Classified Web site</b>
<b>Description:</b>	<p>Website Content Records</p> <p>Contains PowerPoint slide presentations about the office, division write-ups, policy coordinating committee write-ups, academic outreach pages, lessons learned pages, and a country engagement section.</p>
<b>Disposition:</b>	TEMPORARY. Delete when no longer needed for reference.
<b>DispAuthNo:</b>	N1-059-10-05, item 1
	<b>Date Edited:</b> 1/18/2012
<b>A-02-105-10a</b>	<b>Office of the Coordinator for Reconstruction and Stabilization Classified Web site</b>
<b>Description:</b>	<p>Web Management and Operations Records</p> <p>a. User E-Mail Documents</p> <p>E-mail messages that contain e-mail addresses of users who submit information for mailing list purposes, or for submitting resumes for consideration in the future expansion of the office. Also contains feedback comments to the webmaster. Messages are maintained in an Outlook folder titled User Responses, which is maintained by the webmaster.</p>
<b>Disposition:</b>	TEMPORARY. Hold in Outlook folder for 5 years and then delete.
<b>DispAuthNo:</b>	N1-059-10-05, item 2a
	<b>Date Edited:</b> 1/18/2012

---

## U.S. Department of State Records Schedule

---

### *Chapter 02: Principal Officers*

---

<b>A-02-105-10b</b>	<b>Office of the Coordinator for Reconstruction and Stabilization Classified Web site</b>
<b>Description:</b>	Web Management and Operations Records  b. Website Directory  Contains a file listing of when pages/files/images were last updated. The directory is designed to mirror intuitively the makeup of the website that the user sees. Once removed/deleted, no further listing of these files remains in the directory.
<b>Disposition:</b>	TEMPORARY. Delete when no longer needed for reference.
<b>DispAuthNo:</b>	N1-059-10-05, item 2b
<b>Date Edited:</b> 1/18/2012	

---